

Receiving Cash and Checks


All monies received must be receipted by cash register, cash receipt, or check log and deposited into an authorized account at the University.

Cash Register

If you have a cash register, we highly recommend you use it for all fund collections (except for donated funds). If you do this you will eliminate the need for the Uniform Cash Receipt or Check log (except for donated funds).

Uniform Cash Receipt (UCR)

A uniform cash receipt (UCR) must be issued when cash or checks are received in person for sale or donations. For additional UCRs, contact Extension Administration.

	UNIFORM CASH RECEIPT	AGE
Date: _____		
Received from: _____		County: _____
Description: _____ _____ _____		Amount: _____ Tax: _____ Total: _____
Received by: _____		
Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/>		White - Florida Yellow - County Pink - Extension Administration

Check Deposit Log

A check deposit log is used to record checks received through the mail, the person opening the mail should record the check in the check log. Cash receipts may be used in lieu of a check log when checks are received infrequently.

IFAS Research & Education Center Office							Log # <u>12345</u>	
Check Log								
#	Date Received	Check Date	Check Number	Check Amount	Payer	LOGGED BY	Received for Deposit	Deposit ID
1.	12-13-2012	12-1-2012	1245	150.00	John Smith	ABC	WB	6001-0123
2.	12-13-2012	12-3-2012	378	50.00	Mary Jones	ABC	GR	6001-0123
3.	12-13-2012	12-3-2013	5203	350.00	Robert Harris	ABC	ST	6001-0123
4.								
5.								
6.								
7.								

For a check deposit log download from: [http://\[extensionwebsite\]/files/CheckDepositLogFY20XX.xlsx](http://[extensionwebsite]/files/CheckDepositLogFY20XX.xlsx)

Verify the Following:

- 1) Make sure that the check(s) is/are made out to the **University of Florida or University of Florida Foundation**, whether the payment is for revenue from sales or service, or from donations to the extension office, respectively.

- 2) Restrictively endorse each check with the appropriate endorsement stamp provided. The stamp(s) should have the endorsement below. If they were not provided, contact Extension Administration.

For Deposit Only Wells Fargo Bank, N.A. UF Foundation, Inc. IFAS Extension [<i>County Name</i>] County	For Deposit Only Wells Fargo Bank, N.A. University of Florida Board of Trustees IFAS Extension [<i>County Name</i>] County
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Additional Information and More Detailed Directives and Procedures:

For 182

<http://www.fa.ufl.edu/departments/treasury-management/cash-handling-and-controls/>
<http://www.fa.ufl.edu/directives-and-procedures/cash-collections-receivables-and-investments/>